

PERSONNEL FILES

In order to ensure the security/integrity of personal data of staff personnel and to make such data available only to those who have a need to know in the execution of their official duties:

Supervisory personnel access:

- A. The Human Resources Department shall establish a check-out system for all staff personnel records, excluding benefit paperwork, verification of employment, and medical records or any document that includes social security number, passport number, date and or place of birth or mother's maiden name, all of which constitutes PII (personally identifiable information).
- B. All staff members requesting personnel records shall make such requests through the Human Resources Department. Personnel other than Human Resources Department staff will not be permitted to directly remove personnel records from the file cabinets.
- C. The following staff personnel, on a "need-to-know basis," shall be permitted to check out personnel records. No personnel records may be removed from the Superintendents' office building.
 - **Superintendent of Schools:** All records, except as noted above
 - **Assistant Superintendent:** All records, except as noted above
 - **Chief Operating Officer:** All records, except as noted above
 - **Principals:** Only records pertaining to the personnel in their schools, except as noted above
 - **Director of Human Resources:** All records, no exceptions
 - **Human Resources Staff:** All records, no exceptions
 - **Director of Special Education:** Only records pertaining to Special Education personnel, except as noted above
 - **Director of Plant Operations:** Only records pertaining to Plant Operations personnel, except as noted above
 - **Director of Food Service:** Only records pertaining to Food Service personnel, except as noted above
 - **Director of Adult Education:** Only records pertaining to Adult Education personnel, except as noted above
 - **Director of Technology:** Only records pertaining to Technology personnel, except as noted above
 - **Director of Athletics and Wellness:** Only records pertaining to athletic coaches and concerning athletic positions, except as noted above
- D. Any other request for personnel records shall be referred directly to the Director of Human Resources.

Public Access to employee information:

The name(s), position(s) held, and compensation, but not the telephone numbers of School Department personnel will be made available for inspection; and if requested, paper copies or an electronic file will be provided.

R/Board Approved: 04/14/1986

R/Board Approved: 10/1991

R/Board Approved: 01/27/1997

R/Board Approved: 08/21/2000

R/Board Approved: 05/29/2001

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